



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

December 7, 2004

Lloyd Willis, Treasurer  
Clay Jr. for Congress  
P.O. Box 4544, Suite 300  
St. Louis, MO 63108

**Response Due Date:**  
**January 6, 2005**

Identification Number: C00346080

Reference: October Quarterly (7/15/04-9/30/04) and 12 Day Pre-General (10/1/04-10/13/04) Reports

Dear Mr. Willis:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-On Schedule B of your report, you have itemized disbursements for which you have failed to include the purpose. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

**Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter.** Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any